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Privacy Act Issuances
1980 Compilation

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Volume VI

Research Aids

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Privacy Act Issuances
1980 Compilation

Volume VI

Research Aids

Published by

Office of the Federal Register
National Archives and Records Service
General Services Administration

PRIVACY ACT ISSUANCES, 1980 COMPILATION

VOLUME VI

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PRIVACY ACT ISSUANCES, 1980 COMPILATION

EXPLANATION

This compilatation contains:

- —descriptions of systems of records maintained on individuals by Federal agencies which were published in the FEDERAL REGISTER as required by the Privacy Act of 1974;
- —rules of each agency which set out the procedures that agencies will follow in helping individuals who request information about their records.

This compilation is divided into six volumes. A table on p.vii lists the agencies in Volumes I-V of the Compilation. Volume VI contains Research Aids.

AUTHORITY

This is the fifth annual compilation of Privacy Act issuances. It is published in compliance with the requirements of the Privacy Act of 1974 (5 U.S.C. 552a). The Act requires the Office of the Federal Register (OFR) to annually compile and publish the rules and notices of systems of records that have been issued by Federal agencies subject to the Act. The Act also requires each Federal agency to annually publish in the FEDERAL REGISTER the notice of its systems of records.

CUTOFF DATES

NOTICES OF SYSTEMS OF RECORDS have been compiled as of December 31,1980, unless otherwise noted.

RULES

RULES have been compiled as of December 31,1980, unless otherwise noted.

RESEARCH AIDS

Volume VI of the Privacy Act Compilation contains research aids developed to help you find Privacy Act materials. These research aids are:

(a) An expanded Table of Contents containing the names of all the systems of records in the Compilation. This Table of Contents is grouped by agency. Each agency's systems of records are further divided into personnel and non-personnel records, in the order of appearance within the Compilation. The page number of each system is also provided.

(b) A table showing the agencies as included in Volumes I-V of this Compilation.

(c) A Table of Dates and Pages, indexing all Privacy Act material published in the FEDERAL REGISTER from May 1975 through December 1980. Updated versions of this table appear in the monthly indexes to the FEDERAL REGISTER.

(d) A Table of Privacy Act Regulations published by the agencies as they appear in the Code of Federal Regulations.

TITLE AND FORM OF CITATION

The official title of this publication is "Privacy Act Issuances, 1980 Compilation, Volume VI". To cite a system of records or rule in this publication, the form of citation would be:

Privacy Act Issuances, 1980 Comp., Volume VI, p....

HOW TO USE THIS COMPILATION

Identify the system you think may contain information about you and the agency that maintains those records.

Read the agency's regulations following its systems of records to determine the procedures you must follow to obtain information from that agency.

INFORMATION YOU CANNOT GET

There are limitations to the kind of information you can get. The agency may refuse to let you see information that—

- —Relates to national security;
- —Could reveal a confidential source; or
- —Could be used to give people an unfair advantage on a government examination.

Generally, an agency's system notices (descriptions of its systems of records) and its regulations will describe that agency's limitations on release of information.

SOME GENERAL REQUIREMENTS

How To Make a Request

In most cases you can inquire in person or by mail. It will be easier for the agency to help you, and your request will be handled more quickly, if you follow these procedures:

1. Give your full name and address, and sign your request.
2. Specify the system(s) of records you believe contain information about you.
3. Provide the relevant information required by the system you are interested in. For example, if you are inquiring about any contract you have had with the Government (loan application, contract, grant application, etc.), give the date and subject matter, and any identifying numbers that appear on documents you received.
4. Address your request to the official or person and address given in the system entry.
5. Print the words "PRIVACY ACT REQUEST" on the front of the envelope.

Proof of Identity

The agency will need some proof of your identity such as—

1. A document with your full name and address;
2. A document that has your signature and/or your photograph such as a passport, medicare card, or unemployment insurance book.
3. Any other identification specified in the system entry or regulations. If your request is by mail, you should include copies of whatever documents the agency requires to prove your identity. There is a penalty for making false statements.

Fees

The agency may charge you a fee for a copy of your records, but they may not charge you for the time and expense of locating them. The agency's rules usually state how much the fee is.

GENERAL INQUIRIES

This volume was edited by Robert D. Fox and John S. Ashlin under the direction of Martha B. Girard, assisted by Robert E. Jordan.

For further information concerning the technical aspects of this volume, call 202-523-3517. Written comments or suggestions should be addressed to the Director, Office of the Federal Register, National Archives and Records Service, Washington, D.C. 20408.

John E. Byrne,
Director, Office of the Federal Register

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The Office of the Federal Register has issued its 1980 Compilation of Privacy Act Issuances as required by 5 U.S.C. 552a(f). The 1980 Compilation is in six volumes and listed below are the agencies in each volume.

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Health and Human Services Department

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VOLUME IV

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Copyright Tribunal Office
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Executive Office of the President, Administration Office
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Farm Credit Administration
Federal Communications Commission
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Federal Election Commission
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Federal Trade Commission
Fine Arts Commission
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Japan-U.S. Friendship Committee
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National Capital Planning Commission
National Credit Union Administration
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Social Security, National Commission
Tennessee Valley Authority
Trade Negotiations, Office of the Special Representative
U.S. Railway Association
Veterans Administration
Wage and Price Stability Council
Water Resources Council

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PRIVACY ACT ISSUANCES, 1980 COMPILATION

TABLE OF CONTENTS (VOLUMES I-V)

This Volume VI contains a complete table of contents for the systems of records published in volumes I-V of the Privacy Act Issuances, 1980 Compilation. The table is divided into two categories; employee records and non-employee records.

For purposes of the Privacy Act Compilation, employee refers to those persons presently or previously employed by the U.S. Government including consultants, advisory committee members, contractors and employees of the contracting company, agents, appointees, guest workers, and task force members. Dependents of Government employees are likewise included in this category. If the category of individuals covered by the specific systems of records are or appear to be government agency employees using the above definition of employee, then the system has been listed in the employee records category. The non-employee records include all remaining records. In those cases where both employee and non-employee records occur within a single system, that system has been listed under both categories. Each category is further divided by agencies and sub-agencies with the cabinet level agencies listed first followed by the independent agencies listed in alphabetical order. Under each agency the systems of records are listed in the order of appearance in the Privacy Act Compilation. The name of each system is followed by the volume number and page number where the system of record begins. For the list of agencies contained within each volume, see page vii of this volume.

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Chief Counsel General Administrative Systems. Each of the 7 Regional Counsel Offices and 45 District Counsel Offices, each of the 9 Divisions in the National Office, the Office of the Chief Counsel, and the Offices of the Deputy Chief Counsels (General, Litigation and Technical) and maintain a General Administrative System. This notice applies to all 58 of these systems.—Treasury/IRS. II, 718
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